

9 August 1978

MEMORANDUM FOR: See Distribution

FROM: [REDACTED]
NFAC Focal Point Officer

SUBJECT: Draft Regulation and Classification Guides

1. The attached is the first cut at preparing the basis for a regulation as well as classification guides for the Agency. It is in no way to be considered the final word.

2. You are asked to review the paper for accuracy, completeness, format, presentation, applicability, etc. Feel free to suggest other categories as well as any other changes. I used all four declassification guidelines, old and new EOs and implementing directives and, I hope, some originality. I would appreciate your immediate attention to this review since there really is not much time available, given the extent of coordination that will be required, possible use of some of the material in a training film and in a regulation for publication in the Federal Register.

3. Remember that at this point the scenario goes something like this:

a. The Classification/Declassification Task Force will prepare the basis for classification guides, listing categories and some sub-categories of information that in some degree are applicable to all Directorates.

b. Once the Task Force is satisfied with the basic paper it will be bounced off the Directorates by means of the individual component Declassification Focal Point Officers, as envisioned in the UDA Action Plan. A suggested format will also be presented. This should give us an early assessment of how the Directorates feel about this approach. If all goes well, once we have received the initial reaction we can proceed to finalize a regulation and the guideline.

c. When finalized, the basic paper will then be presented to the Directorates with the request that they and their individual offices expand on the basic categories, that they enter the classification level of each category and subcategory, the duration of the classification, and the reason for extending the classification beyond six years if this is the case.

d. The final complete version will include considerable prefatory comment outlining the requirements and policies established by the EO and the implementing directive.

3. Other information for your guidance:

a. The basic guide will be unclassified. The expanded unit guides may be classified.

b. The basic guide, perhaps modified to some extent, will be published in the Federal Register.

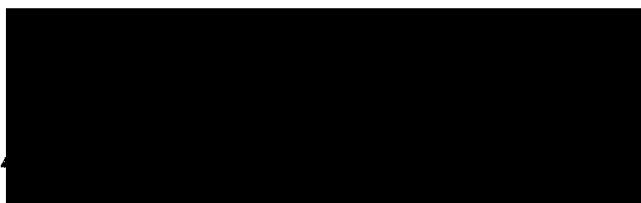
c. In your review of the attached, ignore the numerals at the end of paragraphs and subparagraphs.

d. The page numbering is keyed to the major categories of information in the section.

e. I will continue working on this as well as on the prefatory comments and a covering letter to the Directorates.

f. One more thought. Take a good look at the practicality of all aspects of our approach.

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Attachment. a/s

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